

How to Use Copy Forward Functionality

Copy forward is a tool in IntelliGrants that allows users to copy a previous year's grant application when starting a new one. This tool is only available for specific application templates (currently only EMPG-S). Below are the instructions to utilize this tool and answers to commonly asked questions.

Instructions:

1. Begin initiating an application as normal.
2. On the Agreement screen there will be a drop down where you can choose to either not copy forward any data or select which previous application you would like to copy.



The screenshot shows the 'Agreement' screen in the IntelliGrants system. The header includes the IN.gov logo and the text 'State of Indiana IntelliGrants'. A navigation bar contains links for 'My Home', 'My Applications/Grants', 'My Program Reports', 'My Fiscal Reports', 'My Reimbursement Requests', 'My Monitoring Reports', 'My Audit Reports', 'My Progress Reports', and 'My Earned Interest Reports'. A secondary navigation bar includes 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. The main content area is titled 'Agreement' and contains the instruction: 'Please make a selection below to continue.' Below this, a dropdown menu is highlighted with a red box, showing the selected option 'Do not copy data forward'. The text below the dropdown reads: 'You may copy forward data from one of the following items:'. Below the dropdown, there is a question: 'Are you sure you want to apply for the Indiana Department of Homeland Security's 2022 Emergency Management Performance Grant - Salary (EMPG) Application?' and two buttons: 'I AGREE' and 'I DO NOT AGREE'.

3. After you have made your selection, click "I Agree" to finalize starting the application.
4. If you choose to copy forward a previous application, you will still need to review each page of the application and make any updates needed to the application.

Frequently Asked Questions:

1. Do users have to copy forward an application?

No, users do not have to copy forward a previous application. By selecting "Do not copy data forward" a completely blank application will be created instead. This may be useful if a lot of data/information has changed between years.

2. What if a user forgets to copy forward an application?

The user can either complete the blank application that was created, or they can cancel that application (using the status change menu) and create a new application. When creating the new application, be sure to select the previous application to copy forward on the agreement screen.